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Pers. 9

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MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT : Utilization of Contract Personnel

REFERENCES : A. Contract Employees

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B. Independent Contractors

1. PROBLEM:

At the present time, considerable confusion exists relative to the utilization of individuals on a contractual basis -- the various categories of contract personnel, the benefits available to each category, the Agency's responsibilities to each type, and the proper utilization of each category. As a corollary to this, is the problem of inducing career agents who are long term assets to remain in place. (See Tab A, "Career Agents".)

2. ASSUMPTION:

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3. FACTS BEARING ON THE PROBLEM:

- a. The DCI has indicated that as a matter of policy we must utilize various incentives with those contract agents who have proved themselves to be good long term assets to stimulate their interest in remaining in place indefinitely. Usually granting of staff status in these cases is neither feasible nor desirable.
- b. Regulations on the subject have been in existence for some time and have now been revised to meet current needs. They are sufficiently permissive to provide incentive where needed, i.e., for the long term or career agent.
- c. Each Division and Staff of DD/P has a knowledgeable representative in its Personnel Office who handles contract employment and advises and assists the case officers as well as the senior operating officials on the subject.

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- d. The SSA(Personnel) has kept the DD/P Division and Staff Personnel Officers advised on all latest developments in connection with the Contract Personnel problem at the policy level.

4. DISCUSSION:

Recognizing the need for guidance, the SSA-DD/S prepared for DD/P Divisions and Staffs, on 2 February 1956, a compilation from the current regulations on contract personnel (see Tab A). Basically, these extracts pertained to Career Agents, Contract Agents, and Contract Employees, indicating for each category the compensation, benefits, allowances, travel, etc., and their application. At the time of dissemination, discussions were held separately with the Chiefs of Administration and the Personnel Officers to insure uniform application.

5. CONCLUSION:

It is evident from discussions, staff meetings, and the like, that have taken place recently, that all of the information available is not reaching the proper targets. Many individuals, both junior and senior personnel who should have command of this knowledge have not yet been reached by the simple method of distributing regulations.

6. RECOMMENDATIONS:

- a. It is therefore recommended that simultaneous with the publication of the new regulations and the handbook on contract personnel, a selected group consisting of a representative from the Contract Personnel Division, Office of Personnel, one from [redacted] FI Staff and one from SSA-DD/S, conduct seminar-type briefings with each Division and Staff to educate all concerned on the subject of Contract Personnel.
- b. This type of briefing will also be carried to the field stations by competent, qualified individuals from the offices noted above as TDY trips are performed.
7. Upon receipt of your concurrence in this approach, the above recommendations will be activated.

L. K. WHITE
Deputy Director
(Support)

CONCUR:

Deputy Director (Plans)

SSA-DD/S

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